INDEX TO VOLUME XXXV

October 1959 to May 1960

Numerals Indicate Page Numbers

Audio-Visual

Lanza, Anthony R. — "Educational Television — Facts and Fiction", 88.

Lanza, Anthony R. — "Educational TV — More Facts and Fiction!", 354.

Lanza, Anthony R. — "Overhead Projector Slides", 137.

Lanza, Anthony R. — "Solving Splicing Problems", 312.

Lanza, Anthony R. — "The Teacher and Film Utilization", 232.

Automation

Hay, Leon, R. — "Think Machines Need Extra Skills", 26.

Selden, William — "The Vocabulary of Automation", 171.

Tonne, Herbert A. — "Nonsense About Automation", 208.

Bookkeeping

Breidenbaugh, V. E. — "Bookkeeping's Newest Approach — A Natural One", 15.

Harrison, Lincoln J. — "Teaching Accounting Students How to Read", 169.

Perry, Enos C.—"Clerical Bookkeeping for Clerical Workers", 129.

Price, A. I. — "Recognizing the Needs of the Slow Learner in Bookkeeping", 211.

Satlow, I. David — "Current Thought on the Teaching of Bookkeeping", 72.

Satlow, I. David — "What Shall We Do About Analysis in Bookkeeping?", 255.

Smith, Helen M.—"Criticism of the Teaching of Bookkeeping", 295.

Spurlock, F. M. — "Take the Pain from Bookkeeping Analysis", 366.

Curriculum

Brown, Leland — "Building a Basic Course in Business Communication", 79.

Gordon, Robert A. — "Higher Education for Business", 115.

Lomax, Paul S. — "An Urgent Call for Organized Leadership", 206.

McGill, E. C. — "High School Business Curricula", 31.

McKay, David R. — "Typing — General Business Duo?", 121.

Pierson, Frank C. — "The Education of American Businessmen", 114.

Shilt, Bernard A. — "Grass Roots Business Education", 155.

Sister M. Sarah, O. S. F. — "The Liberal Arts vs. Specialized Education", 350.

Tate, Donald J.—"The Business Education Major in Ed. D. Programs", 83.

Tonne, Herbert A. — "Conant No Enemy of Business Education", 10.

Tonne, Herbert A. — "How 'Liberal' are the Liberal Arts?", 248.

Tonne, Herbert A. — "Two Evaluations of the Collegiate Schools of Business", 157.

Distributive Education

Bingham, Wheelock H.—"Careers in Retailing", (in two parts) 29, 85.

Cameron, Robert M.—"Department Stores Offer Executive Training to High School Graduates", 173.

Reich, Edward —"Distribution — America's Greatest Economic Problem", 292.

Travis, Arden L. — "The Use of Interviews in Sales Training", 242.

General

Dale, Richard, et al. — "Sponsoring a Business Club", (in two parts) 23, 81.

Ferguson, Frank D. — "Mangement Jobs Are Changing", 167.

Meystre, Frederic J., Jr.—"Jobs From Term Papers", 198.

General Business

Boggs, Lohnie J. and Gorrell, Willadene R. —"Introduction to Business — College Level", 299.

Felder, Rodney and Hall, J. Curtis — "Economic Understanding — Our Future Depends Upon It", 126.

Felder, Rodney and Hall, J. Curtis — "Economic Understanding—The Challenge to the Business Teacher", 181.

Felder, Rodney and Hall, J. Curtis — "Economic Understanding—Through General Business", 229.

Greco, Monica Z. — "Owning Your Own Car", 260.

Potter, Robert E. — "Nixies Won't Tell", 297.

Tonne, Herbert A. — "Too Much Information Would Only Befuddle Them", 336.

Tracy, Myles A. "Family Finance: Timely Topic for Television", 179.

Guidance

Eyster, Elvin S. — "Guidance by Default", 110.

Toll, Lewis R. — "Guidance in Business Education", 252.

Van Derveer, Elizabeth T. — "Implications (For Business Teachers) of Occupational Predictions", 288.

Office Practice

Blackledge, Ethel Hale — "Help Solve the Problems for the Beginning Worker!", 343.

Blackledge, Ethel Hale — "Take a Case Study into the Secretarial Practice Class", 123.

Crontz, Jean—"Training Solves Problems", 258.

Dvorak, Earl A. — "An Office Worker's Creed", 50.

Grindstaff, Gordon — "Scope of the College Secretary", 165.

Jelley, Herbert M. — "Students Should Know . . . Business Letters Can Waste Money", 217.

Lesser, Irvin H. — "The Handicapped Person in Office Machines", 102.

Perkins, Edward A., Jr. — "The In-School, Work-Experience Program", 69.

Sherlock, Mary Jane — "Framework for Student Growth", 12.

Professionalization

Abel, Rosalyn Shostak — "Leadership Development in Business Education", 146.

Black, Robert H. — "The Community Responsibility of the Private Business School", 352.

Cerami, Charles A. — "Test Your Sense of Closure", 219.

Haga, Enoch J.—"How to Write an Article for a Business Education Journal", 77.

Lanza, Anthony R. — "School and Business Ethics", 37.

Lomax, Paul S. — "Praise and Appraise Your School", 58.

Perry, Richard S. and Wanous, S. J. — "Public-Business Department Relations — Key to the Future of Business Education", 306.

Tonne, Herbert A. — "A 1930 Look at 1960", 290.

Van Derveer, Elizabeth T. — "Altertness in Business Education", 6.

Wood, Merle W. — "The Principles of Business Education — Do-It-Yourself Style", 304.

Stenography

Campbell-Dover, Edina — "Punctuation and Spelling — I Love You", 215.

Chapaitis, William J. — "Grammar and Glamor", 282.

Cleary, Joseph B. — "Let's Sell Personal-Use Shorthand", 18.

Corrigan, Joe B. — "Select Your Speed for Dictation!", 64.

Di Bona, Lucille J. — "Predicting Success in Shorthand", 213.

Green, Helen Hinkson — "Setting Up an Alphabetic Shorthand Workshop", 225.

Green, Helen Hinkson—"Three Alphabetic Shorthand Systems in One Workshop", 175.

Oliver, Pauline J. — "Rx Briefhand?", 309.

Rainey, Bill G. — "What's New in Shorthand Education?", 131.

Roe, Hazel Mary — "The Voice-Writing Machine as a Teaching Aid", 160.

Sister Bernard Mary, O. P. — "The Application of Gregg Methods to the Teaching of Pitman Shorthand", 301.

Stone, Vernon W. — "Shorthand Teachers — Demonstrate", 340.

Teacher Education

Elliott, Glynna — "Prepare Early for Student Teaching", 75.

Eyster, Elvin S. — "Teachers of Business Administration and Economics—Whose Responsibility?", 334.

Griffith, Bob B. — "Evaluation of Student Teachers", 119.

Mason, Ralph — "Education for Business Through Role Playing", 338.

Tonne, Herbert A. — " 'List Making' As Evidence of Learning", 112.

Typewriting

Banks, Z. Irene — "Teaching Typewriting in the Junior High School", 162.

Banks, Z. Irene — "Teaching Typewriting to the Handicapped: An Experimental Approach", 326.

Elenko, I. William—"Motivating Accuracy in Typewriting", 21.

Fitch, Stanley K. — "Some Implications of Modern Theories of Learning for Research in Typewriting", 66.

Gratz, Jerre E.—"An Eight-Year Old Learns to Type", 266.

Stein, Sarah C. — "Motion Picture Film Loops for Beginning Typing", 222.

Tonne, Herbert A. — "WAMs and Other Fiddle Faddle", 62.

Wykle, James H. — "Typewriting — A Challenge in General Education", 345.